



## Program Synopsis Example (Veterinary Assistant Program)

### A. Course Objective:

The objective of the Phoenix Animal College, Veterinary Assistant Diploma Program is to provide a sound educational environment for instruction and training to equip its graduates for entry-level positions as Veterinary Assistants. Duties of the Veterinary Assistant: Prepare animals, sterilize or disinfect instruments, set up instrument trays, prepare materials and assist during veterinary procedures, expose veterinary diagnostic x-rays, record treatment information in records, provide postoperative instructions prescribed by Veterinarian, assist in management of medical or veterinary emergencies, take and record medical and veterinary histories and vital signs, order and monitor veterinary supplies and equipment inventory, clean and polish removable appliances. Upon completion of this course, credential obtained through program will be portable and recognizable in other states and localities.

### B. Total Cost of Program: \$9,000

### C. Book List:

- Veterinary Assisting: A Comprehensive Approach

### D. Supply List:

- 2 sets of scrubs and 1 lab/overcoat - \$0 (included with tuition)
- White leather/synthetic shoes

### E. WIA Contacts for Enrollment Status / Credential Verification:

- Jamie Simpson, 555-555-7759 [jsimpson@phoenixanimalcollege.edu](mailto:jsimpson@phoenixanimalcollege.edu)

### F. Website Link to Program: [www.phoenixanimalcollege/programs/veterinary-assistant.edu](http://www.phoenixanimalcollege/programs/veterinary-assistant.edu)

### G. Additional information:

- *Exclusions:* Some employers and externship sites require background checks
- *Location of Testing Center:* Onsite
- *Prerequisites:* H.S. Diploma or GED and pass College Entrance Exam
- *Other requirements:* None

### H. Refund Policy:

- If a student cancels their enrollment within 3 business days all monies paid shall be refunded.

- Please visit the following link for a detailed refund Policy: [www.Phoenixanimalcollege/refund.edu](http://www.Phoenixanimalcollege/refund.edu)

### I. Credentials:

- *Industry Recognized:* Yes, Recognized through North American Veterinary Medical Association.
- *Stackable:* Yes, this Veterinary Assistant Diploma is part of a progression to Veterinarian Diploma.
- *Portable:* Yes, this Veterinary Assistant Diploma is recognized in other geographic areas.
- *Accredited Curriculum:* Yes, Accredited by ACICS, (<http://personify.acics.org/Default.aspx>)